



Winston H. Hickox  
Agency Secretary

# Air Resources Board

Alan C. Lloyd, Ph.D.  
Chairman

1001 I Street • P.O. Box 2815 • Sacramento, California 95812 • [www.arb.ca.gov](http://www.arb.ca.gov)



Gray Davis  
Governor

## MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco  
Safety Coordinator

DATE: September 8, 2003

SUBJECT: SAFETY MEETING IDEAS – SEPTEMBER 2003

Suggested issues to discuss during your next meeting are:

### 1. Surge Protector Safety

We had an employee at the Headquarters building, have a surge protector spark and melt. It could have started a fire, instead, it smoldered and did some smoke damage. Please check your surge protector and other cords and be sure they are Underwriters Laboratories (UL) approved and that they are not damaged in any way. You can visit the Underwriters Laboratories, Inc. web site at: <http://www.ul.com/mark/index.html> to identify UL marks. Also, make sure you do not have combustible materials near electrical cords. Here is a look at the damaged surge protector:



*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.*

California Environmental Protection Agency

## **2. Pedestrian Safety**

The Federal Highway Administration reports that a motorist injures or kills a pedestrian every 7 minutes in the United States. In California, pedestrian-involved collisions make up 17% of the State's fatal collisions. Too often, the victims are children and senior citizens. The California Pedestrian Safety Task Force is encouraging motor vehicle drivers to: 1) Look for pedestrians, then look again; 2) Slow down and prepare to stop; and 3) Drive focused and alert." They believe these three steps can save lives. To learn more of what they are doing, visit their web site at: <http://www.calpedafety.net>.

## **3. September is National Cholesterol Awareness Month**

42 million American adults have high cholesterol, a risk factor for cardio-vascular disease. This September, learn about cholesterol and what you can do to lower your levels. The American Heart Association offers a host of tips and tools to help you improve your cholesterol numbers. Visit their website at [www.americanheart.org](http://www.americanheart.org).

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

If you have any questions, I can be reached at (916) 323-1158 or [cfrancis@arb.ca.gov](mailto:cfrancis@arb.ca.gov).